

GUIDENCE FOR CT CE CERTIFICATION GRADUATES

Graduates of the State Customized Employment (CE) Certification Curriculum must submit their name to the official State CE Provider Staff Registry found [here](#). The Provider Staff Registry is used by the state Departments of Education, Aging & Disability Services, and Developmental Services to ensure provider agencies have staff members with active CE Certifications from the State of Connecticut Certification Curriculum or an ACRE Certified CE Course. Provider agencies are required to maintain an active staff member in the registry in order to be qualified to provide CE Services.

DDS Qualified Day Provider agencies with an active staff member in the CE Provider Staff Registry can apply to add CE Services with the DDS Application to Amend Services for Qualified Providers found [here](#) and submitted to DDS.ProviderApplications@ct.gov. The CT DDS Provider Minimum Qualifications Document can be found [here](#). Provider agencies new to Customized Employment Services must apply to add CE Services before their qualified staff can begin accepting referrals for CE. Review your agency's provider profile [here](#) if you are unsure if they have CE on their profile.

The directions in this document are in reference to DDS Operations Center Memo FY2022-16, linked [here](#), which set the provider qualifications for Customized Employment Services. All provider agencies interested in providing CE Services for DDS must adhere to the standard processes to become a qualified Day Provider agency with DDS. CE Services can only be provided by provider staff with an active certification for the component in which they are providing. The criteria are set to ensure that CE services provided to eligible individuals by DDS qualified providers meet accepted standards for the delivery at each phase of the CE process.

If you have any questions about Customized Employment, reach out to Trever Rogers (trever.rogers@ct.gov) at DDS or Torrey Morse (Torrey.Morse@ct.gov) at ADS.

#1 Received CE Certificate from CT or ACRE Accredited Training

#2 Applied to the CT CE Provider Staff Registry

#3 Provider organization is official CE provider for DDS

#3a Sent Application to Amend Services to add CE if not on provider profile